

## **CITY OF BURBANK**

### **POLICE CHIEF**

#### **DEFINITION**

Subject to administrative determination of policy, to be responsible for planning and directing the work of the Police Department; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Plans, organizes and directs the maintenance of law and order, the protection of life and property, the regulation of traffic, the apprehension, arrest and detention of law violators, and the maintenance of police records and jail facilities; determines policies to be followed by personnel in the department with respect to public relations, enforcement of laws and ordinances, vice control and suppression, traffic control and regulations, patrol and policing of public areas, regulations and inspection of police enforced licenses, and cooperation with other law enforcement agencies; confers with city officials, civic groups and citizens on law enforcement problems; assists in the development of regulatory ordinances and laws regarding public safety; coordinates city law enforcement activities with those of other agencies; analyzes budgetary problems; within the department and submits an annual budget for consideration; determines personnel policies and broad training requirements and makes final decisions on all appointments, promotions, dismissals and disciplinary actions made in the department; consults with division heads and advises on departmental problems; supervises special studies and the preparation of comprehensive reports; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - municipal police administration and organization; knowledge of the technical and operating principles, practices, and problems of law enforcement and crime prevention activities; knowledge of police requirements and limitations on police authority; knowledge of the laws governing custody of persons, search and seizure, and the rules of evidence.
- Ability to - plan, assign and coordinate the work of varied divisions within a large police department; ability to analyze police problems and to plan policies and procedures; ability to command the respect of a large number of police officers and to assign, direct, and evaluate their work; ability to maintain favorable working relations with city officials, the officials of other jurisdictions, and the general public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from a four-year college including or supplemented by extensive study in police science and administration and five years progressively responsible supervisory and administrative experience in a comparable sized police department, three years of which shall have been the equivalent in type and level to at least that of a Police Captain in the City of Burbank. NOTE: Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**License & Certificates:** It is preferred that candidates hold, or be qualified to hold, a P.O.S.T. Management Certificate on the final day of filing for the examination. A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.